* *Plan your interview process - agree roles and responsibilities on interview day(s)*
* *Ensure you have set up your arrangements for the day*
* *Ensure that you are prepared as to your question plan/ criteria to score against*
* *Ensure that you have referred to the person specification of the JA so that your questions explore the required Knowledge, Experience, Skills and Abilities to elicit information to aid in your selection decision*

**Post Title: Candidate: Post No:**

Ratings 5 is high; 1 is low.

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA/QUESTIONS** *(Insert)* | | **COMMENTS** | **RATING** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| **Other Assessments: i.e. Presentation** | |  | |
| **SUMMARY:** | |  | |

**Name & Signature of Interviewer(s):** ................................................................ **Date:** .........................................